



ADDRESS

VA Desert Pacific Healthcare Network
5901 E. 7th Street, Long Beach, CA 90822

Intranet – [VISN 22 Vacancy Information](#)
 Under Employee Programs select “Human Resources” then “VISN 22 Job Net” or [VA Vacancy Ann System](#)

ANNOUNCEMENT NO MPA#07-122	POSITION TITLE & PD # Supervisory Health Systems Specialist (Network Chief Operations Officer), 10N22/10221	SERIES & GRADE GS-0671-15	SALARY RANGE \$112,718 - \$143,000 p/a	# OF POS. 1
ISSUE DATE 07/13/07	DUTY LOCATION Long Beach, CA	FULL-TIME <input checked="" type="checkbox"/> PART-TIME <input type="checkbox"/> HRS PER WEEK		
CLOSING DATE 08/10/07	FOR INFORMATION CONTACT Recruitment & Placement (001/005D) (562) 826-8000 Ext. 2374	BARGAINING UNIT POSITION MANAGER/SUPERVISOR PROBATIONARY PERIOD RELOCATION EXPENSES PAID	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO <input checked="" type="checkbox"/> YES <input type="checkbox"/> NO	

AREA OF CONSIDERATION: Applicants will be accepted from those categories checked below:

- | | | |
|--|---|--|
| <input checked="" type="checkbox"/> Permanent Employees VA Nationwide | <input type="checkbox"/> Transfer eligible | <input checked="" type="checkbox"/> People w/Disabilities (Schedule A) |
| <input checked="" type="checkbox"/> CTAP & ICTAP eligible | <input type="checkbox"/> Reinstatement eligible | <input checked="" type="checkbox"/> Current Permanent VCS employees |
| <input checked="" type="checkbox"/> Veterans w/ 30% or more Service Connected Disability | <input type="checkbox"/> VRA eligible | <input checked="" type="checkbox"/> Other VISN 22 Title 38 Employees Eligible Under Interchange Agreement. |
| <input checked="" type="checkbox"/> Reassignment eligible | <input type="checkbox"/> VEOA eligible | |

Reasonable Accommodation: This agency provides reasonable accommodations(s) to applicants with disabilities. If you need reasonable accommodation(s) for any part of the application and/or hiring process, please notify the agency. The decision on granting reasonable accommodation will be on case-by-case basis.

SUPPLEMENTALS DUE BY COB 08/10/07

JOB SUMMARY: As the Network Chief Operations Officer (NCOO) for the VA Desert Pacific Healthcare Network he/she will be part of a comprehensive healthcare system that provides high quality healthcare for the largest concentration of veterans in the United States. The NCOO innovatively applies solid management, planning and health administration skills to ensure that resources are utilized effectively and efficiently to provide veterans with high quality care consistent with community and national standards along with industry best practices. He/She serves as a full assistant to the Network Director in special complex assignments, often of a highly sensitive nature and acts as the focal point for all communication flow within the Network Office. The NCOO acts in the absence of the Network Director, as delegated, with full responsibility and authority and he/she is responsible for advising the Network Director and other members of the Network in overall operations management. He/She implements the Network business plan, facilitates communication with external providers, is the primary conduit of information between VA Central Office, Network Office and the local medical centers and is a full member of the Network Executive Leadership Board (NELB) and Administrative Councils. While serving as the NCOO, he/she is responsible for advising the Network management team and those with the Network in all aspects of network operational management and carries out policies and procedural instructions as established by the Secretary, Under Secretary for Health, Network Director and other authorized VA representatives. In this role, he/she manages the overall Public Relations and Communications Program for the Network, provides assistance and consultation to Network medical centers in initiating and maintaining direct contacts with the general public, specialized veteran groups along with community and government agencies using the services Network 22 provides.

QUALIFICATIONS: One year of specialized experience equivalent to the GS-14 grade level in the Federal service. This experience must have provided the applicant with the knowledge, skills and abilities to do the work of the position. Specialized experience must include experience that is progressively responsible analytical, administrative, clinical management or supervisory in the healthcare field. This work may have been performed in an operating healthcare facility or a higher organizational echelon with advisory or directional authority over such facilities. Work must have involved a close working relationship with facility managers and analysis and/or coordination of administrative, clinical or other service activities and provided knowledge of the following:

- Missions, organizations, programs and requirements of healthcare delivery systems;
- Regulations and standards of various regulatory and credentialing groups; and
- Government-wide, agency and facility systems and requirements in various administrative areas such as budget, personnel and procurement.

TIME-IN-GRADE: Candidates must meet the one year time in grade requirement at the GS-14 level by the closing date of the announcement.

BASIS OF RATING: Some applicants will require a best qualified determination. For those candidates, only those applicants rated “best qualified” will be referred for final selection. To be considered “best qualified”, applicants must provide written responses in sufficient detail and clarity that demonstrates their possession of the knowledge, skills and abilities for the rating factors/job elements below.

Responses may be on VA 5-4676a Employee Supplemental or on a sheet of paper with a detailed description of experience as related to the rating factors listed below.

1. Knowledge of management and professional issues that affect the overall operation and administration in an assigned area and the ability to develop long and short-range business strategies for the same area.
2. Ability to coordinate activities with and respond to individuals, stakeholders and offices in the community, various healthcare systems, networks and VA Central Office.
3. Ability to respond appropriately to new and or changing situations and demonstrate resilience.
4. Ability to provide leadership, support and resources to staff to enable them to carry out the organizational mission.

IF THE DUTIES OF YOUR POSITION ARE RELEVANT TO THIS POSITION, YOUR CURRENT PERFORMANCE APPRAISAL WILL ALSO BE CONSIDERED IN THE RATING PROCESS.

EQUAL EMPLOYMENT OPPORTUNITY ACTIONS TO FILL THIS POSITION WILL NOT BE BASED ON DISCRIMINATORY FACTORS WHICH ARE PROHIBITED BY LAW.

HOW TO APPLY INFORMATION

Permanent VA Applicants may submit the (1) Employee Supplemental Qualifications Statement, VA Form 4676a, and (2) Supervisory Appraisal of Employee for Promotion, VA Form 4667b. These are optional.

All applicants must submit the following: (1) Optional Form 306, Declaration for Federal Employment, resume or any written application format of your choice which includes at a minimum the items outlined in the OPM brochure, Applying for a Federal Job, OF-510; (2) documents required to support their eligibility as described in the following paragraphs. **NOTE: Regardless of which application format you choose, you must include the following information:**

- a. The announcement number, title, and grade of the position for which you are applying.
- b. Personal Information:
 - (1) Full name, mailing address (including zip code), home/work telephone numbers (including area codes);
 - (2) Social security number and country of citizenship;
- c. Education:
 - (1) High school – name, city, state, and zip code (if known) and date you received diploma or GED.
 - (2) Colleges and universities – name, city, state, and zip code (if known), major(s), type of degree(s) received and date(s) received. If you did not receive a degree, show total credits earned and indicate whether semester or quarter hours. Submit copies of transcripts.
- d. Job-related Work Experience (Paid and/or Non-paid):
 - (1) Job title (include series and grade if Federal) and salary;
 - (2) Duties and accomplishments;
 - (3) Employer's name and address;
 - (4) Supervisor's name and telephone number (indicate if we may contact your current supervisor);
 - (5) Starting and ending dates (month and year) and hours per week.
- e. Other Qualifications, if applicable:
 - (1) Job-related training courses (title and year);
 - (2) Job-related skills (i.e., computer hardware/software, tools, machinery, etc.);
 - (3) Job-related certificates and licenses (current only).
 - (4) Job-related honors, awards, and special accomplishments. Give dates and description.

Status Eligibles - Current VA and other Federal employees, former Federal employees, transferees from other Federal agencies, and reinstatement eligibles must submit a copy of their most recent/last Notification of Personnel Action, SF-50B which includes the tenure and position occupied. This information is needed to verify competitive status eligibility. If your latest SF-50B does not show your highest grade held, also include copies of SF-50Bs, which verify the length of time the highest grade was held.

Career Transition Assistance Plan (CTAP) Employees - (1) Must be a current VA employee identified as displaced or surplus serving on a career or career-conditional competitive appointment, or an excepted service appointment without a time limit. (2) The vacancy is at or below the grade level and with no greater promotion potential than the position from which you have or may be separated. (3) You are found to be well qualified. To be considered well-qualified you must meet the minimum education, experience, suitability and physical requirements, including all selective factors, where applicable, and to be rated well qualified candidates must meet the 1-point value for each KSAO posted in the vacancy announcement. (4) You must occupy a position in the same local commuting area of the position for which you are applying. Individuals seeking CTAP must submit a copy of their Reduction in Force (RIF) separation notice, or Certificate of Expected Separation, a copy of most recent Notification of Personnel Action, SF-50B that shows tenure and position occupied; and a copy of your most recent performance rating of record.

Interagency Career Transition Assistance Plan (ICTAP) Employees - (1) Must be a current or former employee displaced from a federal agency serving on a career or career-conditional competitive appointment, or an excepted service appointment without a time limit. (2) The vacancy is at or below the grade level and with no greater promotion potential than the position from which you have or may be separated. (3) You are found to be well qualified. To be considered well-qualified you must meet the minimum education, experience, suitability and physical requirements, including all selective factors, where applicable, and to be rated well qualified candidates must meet the 1-point value for each KSAO posted in the vacancy announcement. (4) You must occupy or have been displaced from a position in the same local commuting area of the position for which you are applying. Individuals seeking ICTAP eligibility must submit: proof of eligibility (such as your RIF separation notice, certificate of expected separation, or notice of proposed removal for declining a transfer of function or directed reassignment to another commuting area); a copy of your most recent Notification of Personnel Action, SF-50B which shows tenure and position occupied; and a copy of your most recent performance rating.

30% or More Disabled Veterans - You must include a copy of your latest Certificate of Release or Discharge from

Active Duty (DD-214), which shows character of discharge. You must also include a completed SF-15, Application for 10-point Veterans' Preference, and a letter dated within the last 12 months from the Department of Veterans Affairs or a branch of the Armed Forces certifying receipt of compensation for a service-connected disability of 30% or more.

Employment Programs for People with Disabilities are programs for people with a physical or mental impairment that limits one or more major life activities. You must provide documentation from a state or Federal vocational rehabilitation office, dated within one year, which certifies your ability to perform the duties of the position as described in the description of duties.

Forms are available at www.opm.gov/forms/index.htm, or by contacting your servicing Human Resource Office. For further information please call (858) 642-3401.

Applications and all supplemental materials must be received by the closing date of the announcement to receive consideration. Please mail your application package to:

**VA Desert Pacific Healthcare Network
Attention: Human Resources (005D)
Recruitment & Placement
5901 East 7th Street
Long Beach, CA 90822**

Applications submitted by fax, email, or postage-paid government envelopes by applicants will not be accepted.

Equal Employment Opportunity: "Selection for this position will be based solely on merit without regard to race, color, religion, age, gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences."